

DOCUMENT INPUT RECORD - MSFC DOCUMENTATION REPOSITORY					
I. GENERAL INFORMATION					
1. APPROVED PROJECT:	2. DOCUMENT/ DRAWING NUMBER:	3. CONTROL NUMBER:	4. RELEASE DATE:	5. SUBMITTAL DATE:	
6. DOCUMENT/DRAWING TITLE:			7. REPORT TYPE:		
8. CONTRACT NUMBER / PERFORMING ACTIVITY:	9. DRD NUMBER:		10. DPD / DRL / IDRD NUMBER:		
11. DISPOSITION AUTHORITY (Check One): <input type="checkbox"/> Official Record - NRRS <input type="checkbox"/> Reference Copy - NRRS 8/5/A/3 (destroy when no longer needed)	12. SUBMITTAL AUTHORITY:		13. RELEASING AUTHORITY:		
14. SPECIAL INSTRUCTIONS:					
15. CONTRACTOR/SUBMITTING ORGANIZATION, ADDRESS AND PHONE NUMBER:			16. ORIGINATING NASA CENTER:		
			17. OFFICE OF PRIMARY RESPONSIBILITY:		
18. PROJECT CODE:			19. NUMBER OF PAGES:		
II. ENGINEERING DRAWINGS					
20. REVISION:	21. ENGINEERING ORDER:	22. PARTS LIST:		23. CCBD:	
III. REPORTS, SPECIFICATIONS, ETC.					
24. REVISION:	25. CHANGE:	26. VOLUME:	27. BOOK:	28. PART:	29. SECTION:
30. ISSUE:	31. ANNEX:	32. SCN:	33. DCN:		34. AMENDMENT:
35. APPENDIX:	36. ADDENDUM:	37. CCBD:	38. CODE ID:		39. IRN:
IV. EXPORT AND DISTRIBUTION RESTRICTIONS					
<input type="checkbox"/> Privacy Act (see MWI 1382.1) <input type="checkbox"/> EAR (see MPR 2220.1, MPD 2190.1) <input type="checkbox"/> Proprietary (see MPD 2210.1, MPR 7120.3) <input type="checkbox"/> Other SBU (see NPR 1600.1, MPR 1600.1) <input type="checkbox"/> Patent (see MPR 2220.1) <input type="checkbox"/> No statutory or institutional restrictions applicable -- material may be electronically distributed to user in the NASA domain <input type="checkbox"/> ITAR (see MPR 2220.1, MPD 2190.1)					
V. DOCUMENTATION SUBMITTER (NASA OR CONTRACTOR)					
40. ORG. CODE:	41. PHONE NUMBER:	42. NAME:	43. SIGNATURE/DATE:		
VI. TO BE COMPLETED BY MSFC DOCUMENTATION REPOSITORY					
44. RECEIVED BY:			45. DATE RECEIVED:		46. WORK ORDER:

DOCUMENT INPUT RECORD - MSFC FORM 2896

MSFC Form 2896 (required by MWI 2210.1), which must accompany each document, has recently been revised to more accurately describe documentation submitted to the Documentation Repository. The requested information will provide for a more efficient means of tracking information and will afford users the opportunity to make easier searches for information in the Documentation Database. Omission of pertinent information on the form may cause a delay in processing the Documentation Submittals.

**INSTRUCTIONS: SECTIONS I, IV, AND V MUST BE COMPLETED FOR ALL SUBMISSIONS.
SECTIONS II OR III MUST ALSO BE COMPLETED, DEPENDING ON THE CLASSIFICATION OF THE DOCUMENT.**

SECTION I: GENERAL INFORMATION

- Block 1 Title of the approved NASA project for which the material was produced.
- Block 2 Identification number of the material being submitted.
- Block 3 Other identification number utilized by the submitting organization (example - Release Package Number, line item number, etc.).
- Block 4 Document release date.
- Block 5 Date submitted to Repository.
- Block 6 Document/Drawing Title.
- Block 7 Type of report (example - Procedures, drawing, parts list, manual etc.).
- Block 8 The contract number pertaining to the contractor responsible for the material.
- Block 9 Data Requirement Description (DRD) Number (example - 823SA-001).
- Block 10 Data Procurement Document (DPD), In-house Data Requirements Document (IDRD), or Data Requirements List (DRL) Number (example - DPD 692, IDRD 847, DRL 850).
- Block 11 The MSFC Documentation Repository has official records responsibility for MSFC Class I Engineering data only (MPD 2210.1, Section 8). For official records, provide citation per current NASA Records Schedules (NPR 1441.1). Example: NRRS 8/5/A/1(c) for project-specific drawings and specifications NRRS 8/12/A for multi-project/multi-program specifications and standards.
- Block 12 Individual that directs or authorizes the submittal of data to the Repository.
- Block 13 For MSFC Class I Engineering data releases only.
- Block 14 Any special handling or distribution requirements.
- Block 15 Contractor responsible for material. Enter name, address and telephone number.
- Block 16 Originating NASA Center (example - MSFC, KSC, etc.).
- Block 17 Organization primarily responsible for producing the material. (Example - Space Transportation, Science, Flight Projects, etc.).
- Block 18 Project Code.
- Block 19 Self-explanatory.

SECTION II: ENGINEERING DRAWINGS

- Block 20 Current revision of the drawing.
- Block 21 Current engineering order for the drawing.
- Block 22 Current parts list for the drawing.
- Block 23 Configuration Control Board Directive number.

SECTION III: REPORTS, SPECIFICATIONS, ETC.

- Block 24 The current revision of the document.
- Block 25 The latest change of the document.
- Block 26 The volume of the document.
- Block 27 The book number of the document.
- Block 28 The part number of the document.
- Block 29 The section number of the document.
- Block 30 The latest issue of the document.
- Block 31 The annex of the document.
- Block 32 The latest Specification Change Notice of the document.
- Block 33 The latest Document Change Notice of the document.
- Block 34 The latest Amendment of the document.
- Block 35 The latest Appendix of the document.
- Block 36 The latest Addendum of the document.
- Block 37 Configuration Control Board Directive number.
- Block 38 The Manufacturer's Code Identification number.
- Block 39 Interface Revision Notice (IRN); (the latest revision of the document).

SECTION IV: EXPORT AND DISTRIBUTION RESTRICTIONS

Check appropriate restriction(s), if applicable. **NOTE** - Some NASA technology may be restricted under the terms of the Export Administration Regulations (EAR) or the International Traffic in Arms Regulations (ITAR). See MPR 2190.1 (MSFC Export Control Program) or Center Export Control Representative for details. For other Administratively Controlled Information (ACI) see MPR 1600.1.

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- Block 40 Organization Code.
- Block 41 Phone Number.
- Block 42 Name.
- Block 43 Signature/Date. Block 43 shall be signed by the NASA or Contractor Project Manager, or their designee.

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